
Association for Computing Machinery Handbook

University of Kansas

By

WESLEY HOFFMAN

Department of Electrical Engineering and Computer Science
SCHOOL OF ENGINEERING

This is a compilation of the official ACM manual, bylaws, and our special way of doing things for officers of KU's ACM Student Chapter. Don't treat this as a holy text, but by following these guidelines, it will make life much easier.

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DEDICATION AND ACKNOWLEDGEMENTS

This is dedicated to my mother, father, and future pet cat.

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INTRODUCTION

Welcome to the first edition of the KU ACM Student Chapter Officer's Handbook. This will be your guide on how to best run the ACM Student Chapter and ensure its success for now and the years ahead. This handbook is to be passed down to each new group of officers and can be edited and revised as seen fit. However, this should not apply to official parent organization guidelines, governance, and bylaws. Currently, this chapter has a short history, but it is built of very proud and passionate individuals. Hopefully, these tidbits on the lessons and rules we learned will help you avoid and learn from our mistakes.

1.1 Name

This organization shall be called the University of Kansas at Lawrence Student Chapter of the Association for Computing Machinery herein referred to as ACM@KU. All affiliated Special Interest Groups are herein referred to as SIGs. This organization may officially be referred to by any of the following terms:

University of Kansas at Lawrence Student Chapter of the Association for Computing Machinery
Association for Computing Machinery at Lawrence ACM@KU



1.2 Introduction to Being an Officer

Each officer is to be responsible for their duties outlined in the following subsections. Clear communication between one another invokes a good understanding. If for any reason an officer cannot fulfill their duties, you can place these responsibilities on an individual or set of other officers until the said officer can regain control of their full duties. The addition and removal of





officer positions is allowed. This can pertain to Special Interest Group (SIG) leaders, ambassador positions, or whatever else is deemed necessary. There is a core officer group that is required by ACM and SILC. These are not removable positions.

- ACM@KU shall have four official positions to represent the organization: Chair, Vice Chair, Treasurer, and Secretary.
- The officers will be elected each March (maybe moving to December) in a specially designated election meeting chosen and publicized in good faith by the Executive Council and run by the Chair or by his or her appointed representative.
- No officer may hold more than one office in ACM@KU simultaneously.
- All required officers must, upon election, become members of Association for Computing Machinery International.

1.2.1 Core Officers

- Chair
- Vice Chair
- Secretary
- Treasurer
- Faculty Sponsor

1.2.2 Additional Officers

- Engineering Student Council Representative
- Publicity Director
- Programming Club Chair
- Web Master

ACM MANUAL

The Student Chapters Program of the Association for Computing Machinery (ACM) was formed to introduce students to an educational and scientific Association and to develop the habit of professional growth achieved through participation in local Chapters. The purposes of the Student Chapters Manual are:



- to provide student chapter officers with a resource for answering questions about ACM and the benefits of student membership
- to describe the role and structure of a student chapter,
- to explain the support and services available from ACM,
- to offer suggestions for a range of activities possible for a student chapter,
- to provide a single resource of useful information for the formation and operation of a student chapter.



Each ACM student chapter is issued a copy of the Manual. It is helpful for the faculty sponsor and all chapter officers to be familiar with its contents. Following each election, the outgoing chair will pass the Manual, along with other chapter records, to the new chair.

2.1 History of the Manual

This Manual is the cumulative work of many people. The idea for the Student Chapter Manual originated with Dr. James R. Oliver, who chaired the Subcommittee on Student Chapters from 1961 to 1964, and who was subsequently named the first Chair of the ACM Committee on Student

Membership and Chapters. He served until 1966, when Dr. Leland H. Williams accepted the position.

The subsequent chairs, Dr. Gary Carlson (1968-1970), Dr. Willard Gardner (1970-1972), Dr. Donald Hartford (1972-1974), and Dr. Barry J. Bateman (1974-1978), added refinements.

As you use this Manual in the formation and operation of a student chapter of the ACM, please pass along suggestions, comments, or ideas by writing to local_activities@acm.org.

2.2 The Association for Computing Machinery

The Association for Computing Machinery was founded in 1947 as the society for computing and information processing. Its purposes, as set forth in its Constitution, are as follows:

- To advance the sciences and arts of information processing including, but not restricted to, the study, design, development, construction, and application of modern machinery, computing techniques and appropriate languages for general information processing, for scientific computation, for the recognition storage, retrieval, and processing of data of all kinds, and for the automatic control and simulation of processes.
- To promote the free interchange of information about the sciences and arts of information processing both among specialists and among the public in the best scientific and professional tradition.
- To develop and maintain the integrity and competence of individuals engaged in the practice of the sciences and arts of information processing. ACM chapters exist as a means of achieving those purposes, and to serve the computing and information processing community, and the public, at the local level. Through technical meetings and lectures, chapters promote the free interchange of information among their members and the larger community in which they serve. Through workshops, chapters help develop and maintain the competence of computing and information processing personnel in their area. ACM chapters encourage membership and participation in the Association at its international level, and they also serve as a training ground for members who wish to become involved in the volunteer management of the Association.

Chapters provide a range of activities and services including talks by local practitioners, visits from prominent speakers on the ACM Distinguished Lectureship Program circuit, technical and career workshops, field trips to computing installations, and social activities.

This handbook is intended as a general reference guide for officers of all student chapters of the Association for Computing Machinery (ACM). It is not intended as a model for the organization

or operation of your local group. Each Chapter is encouraged to develop in the manner best suited to its own environment.

All chapter officers are volunteers and, when assuming office, are sometimes unsure how to accomplish the goals and fulfill the responsibilities of that office. This manual will help provide ideas to help all chapters operate more effectively, and to encourage participation of the entire chapter membership in the management and planning.

2.3 Why Should a Student Join ACM?

There are a number of immediate benefits:

- Sharply reduced membership dues. Student membership is subsidized by the Association, resulting in a discount of up to 70%.
- Reduced rates for subscription to all ACM publications.
- Special student membership rates in the ACM Special Interest Groups.
- Reduced rates on conference registration. Student members are eligible for low rates at national, regional, and topical meetings sponsored by the Association.

Student membership in the ACM affords some less obvious benefits as well. Membership yields insight into computing as a science and a profession. Various publications and conferences keep students informed of state-of-the-art developments and allow them to meet and observe accomplished professionals from all areas of the industry. Participation in a professional organization is also prima-facie evidence of serious interest and dedication.

To find out more about membership in ACM, please visit the ACM student member website at <http://www.acm.org/membership/student/student-toc>

2.4 Role of Student Chapters

ACM established student chapters to provide an opportunity for students to play a more active role in the Association and its professional activities. By encouraging organization of student chapters on college and university campuses, the Association is able to introduce students to the benefits of professional organization. These benefits include regular meetings that encourage and enhance learning through exchange of ideas among students as well as between established professionals and students. Members of a student chapter may also take advantage of the activities and services provided by ACM, including the lectureship program, student programming and tutorial contests, and the publications program. Student chapters provide an obvious setting for the development and demonstration of leadership capabilities. Finally, students find the various activities of ACM and its student chapters both professionally and socially exciting as well as rewarding.



Initially, the ACM organizational structure was based solely on individual membership. In 1954, as a result of growth and the wishes of its members, chapters were officially formed. These chapters provided a means for people in a geographical area with a common interest in computing to exchange ideas and sponsor professional activities. Since the recognition of the Dallas-Fort Worth Chapter in 1954 as the first ACM chapter, the number of professional chapters has grown steadily to over 113 today, and they have become an integral part of the ACM organization. Student chapters were authorized by the ACM in 1961; the first was chartered at the University of Southwestern Louisiana.

Student chapters provide important services to ACM student members and offer a means whereby the ACM can provide scientific information on the industry to other members of the college or university community as well as to the general public. Moreover, professional chapters and student chapters are focal points for feedback from members to the ACM leadership. Finally, ACM Chapters are a training ground for the Association's future leaders. Over one-third of the current members of the ACM Council began their volunteer work with ACM as officers in the chapter system.

2.5 Why Belong to an ACM Student Chapter?

In addition to the advantages of ACM membership listed in Section I, there are a number of benefits specifically available as a result of association with a student chapter.

Professional contacts: Activities of student chapters, such as lecturer appearances and chapter participation at any of the numerous conferences, afford the opportunity to meet distinguished computing professionals.

Technical and professional growth: Student chapter sponsorship of, or participation in, programs consisting of papers, debates, panel discussions and forums provide clear opportunity for augmented learning and development.

Development of leadership capabilities: Opportunities for development and demonstration of leadership capabilities abound in the formation, growth, and sustenance of a student chapter. In addition to the various chapter offices, there are opportunities for chairing committees, conferences or symposia, organizing programming contests, coordinating professional development seminars, and leading panel discussions and round tables, to name just a few.

Career development: The chapter can help its members select and prepare for a careers by creating a chapter newsletter, career-day programs, and graduate school forums. In addition, the student chapter can help locate and organize summer opportunities and internships by working with the department and career center to find and fill part-time and summer employment opportunities.

Tours: Setting up a tour presents an opportunity to develop contacts as well as organizational skills.



Representation in the Association: A student chapter acting as a group, through the Chapters Advisory Committee, may influence ACM activities or policy and, therefore, the profession.

2.6 Organizational Structure of a Student Chapter

Officers

The importance of leadership to the success of a student chapter cannot be overemphasized. Enthusiasm and dedication are the fundamental qualifications for both the student officers and the sponsor. In addition, each officer must be a student member in good standing of the ACM. Other requirements for chapter officers may be added in the student chapter's bylaws. A description of typical chapter officers, along with their respective duties, follows.

Chair

The chair of any student chapter is the student leader responsible for all chapter activities. This person normally presides at all meetings of the chapter, and represents the chapter to the Association. However, all chapter members are encouraged to attend ACM meetings and become involved in the activities of the Association. Typically, the chair appoints all committees of the chapter.

Vice Chair

The vice chair assumes the duties of the chair in the event of the chair's absence, and fulfills those duties assigned by the chair. Typically, the vice chair is chair of the program committee, which is responsible for arranging speakers, socials, and other activities for the chapter. Since the vice chair's duties can prove to be extensive, some chapters have chosen to create a separate office, the program chair, to be responsible for planning the various chapter activities. A variety of possible chapter activities is detailed in a later section of this manual.

Secretary

The secretary keeps the minutes of all chapter meetings; prepares the annual chapter activity report, which is presented to the chapter at the end of the program year—normally the meeting when newly elected officers formally assume their posts; and prepares reports to be sent to ACM headquarters as required. The secretary must also notify ACM Headquarters of changes in officers or sponsor of the chapter. Likewise, the secretary must send official notification to the ACM Chapter Coordinator of any proposed changes in the chapter's bylaws for approval, prior to their distribution to the membership.



Treasurer

The responsibilities of the treasurer include collecting dues and maintaining the financial and membership records of the chapter. The treasurer must also file the annual report of the chapter's finances required by the Treasurer of ACM.

Faculty Sponsor

The sponsor should assist, when necessary, with the programs and activities of the chapter to ensure adherence to the tenets of the Association, and to ensure responsible fiscal management of the chapter's affairs. Hence, the characteristics of an effective sponsor are a sincere interest in the Student Chapter, and sensitivity to the needs of the chapter and the chapter officers and membership.



KU Specific Officers

Web Master

The Web Master must maintain the ACM public facing website. Responsibilities include developing and designing an appealing and professional forward-facing website, including information pertinent to the chapter, keeping the site's information up to date, and connecting this site to the various social media outlets and Rock Chalk Central.

Publicity Director

The Publicity Director's primary directive is to create, maintain, and raise awareness of the Chapter in the University of Kansas and Lawrence community. In joint with the Chair, the PD will develop constructive relationships with individuals and organization outside of the Chapter. They are responsible for the maintenance of social media accounts, the Chapter's Rock Chalk Central, and photo library by posting frequent Chapter news, photos, events, and other pertinent information.

ESC Representative

The Engineering Student Council (ESC) Representative is responsible for representing the Chapter at all council meetings. They are charged with delegating Student Senate and ESC information to the appropriate officers. The ESC Rep is also the primary voting body for ACM in council meetings. Lastly, should the Chair not be able to attend mandatory Club President functions, the ESC Rep will attend in place.



SIG Officers

Each SIG requires a Chair, Vice Chair and Secretary/Treasurer. These three officers are in full responsibility of SIG operations. As of January 2016, programming club is being developed as an official ACM@KU SIG so it is currently ran by two Co-Chairs.

2.7 Elections

The officers can make or break a student chapter. Finding the right people to assume leadership roles is essential to the chapter's success. Thus, the election of officers should be taken seriously. We suggest the following procedures for the nomination and election of a chapter's officers.

Nominating Committee



The Committee should be composed of chapter members in good standing who have a sincere interest in the continued success of the chapter. Members of the committee may be current officers or members-at-large of the chapter. To allow adequate time for the Nominating Committee to select nominees, the chapter chair should appoint the Nominating Committee at least one month prior to the annual election meeting. The nominating committee is responsible for presenting at least one nominee for each of the chapter offices prior to the annual election meeting.

The nominating committee should meet and select a proposed set of candidates for each office, and then contact each prospective candidate to determine whether that person will be willing and able to serve, if elected. The chosen slate of candidates for each office should then be presented to the general membership and additional candidates may be nominated, either at a meeting or by petition, prior to the election meeting. The final slate of nominees, along with any supporting statements, is then promptly sent to all voting members of the student chapter for their consideration prior to the election meeting.

Election Meeting

A meeting for the election of officers should be held annually in accordance with the provisions of the student chapter bylaws. It is best to hold the election early enough so the newly elected officers will have time to work with the outgoing officers. An annual report on the chapter's activities during the past year and the state of the treasury are provided to the members at this meeting by the outgoing officers.

Continuity

The most persistent problem facing student chapters is the rise and fall of chapter activity due to the transience of the membership and officers. Careful selection of a chapter sponsor can go some distance toward alleviating this problem. In addition, current officers need to continually "groom"

many possible successors through task assignments and active involvement in the operation of the chapter.

Elections should be timed to include an overlap period – that is, we suggest you have the election meeting early enough in the spring to allow elections of new officers prior to the expiration of the terms of the current officers, allowing for an effective and smooth transition. Similarly, if the sponsor resigns, see the department chair to arrange for selection of a replacement in time to allow for overlap if at all possible.

2.8 Committees

Student chapter officers usually delegate at least some tasks to committees. The chapter may have one or more standing committees responsible for continuing or recurring tasks. Examples include a program committee, a membership committee, a fundraising committee, a luncheon committee, and an awards committee. In addition, ad hoc committees can be created for specific one time events such as an ad hoc committee for a regional conference or bylaws revisions. As stated earlier in this section, committees are usually appointed by the chapter chair, as specified in the chapter bylaws.

Membership Committee

A membership committee should be appointed and chaired by an enthusiastic and conscientious member. This committee should have a supply of promotional materials, including ACM student member brochures and applications. It is recommended that at least once a year, this committee plan a major membership drive. This drive could include an ACM table at some major chapter event; direct contact of majors in computer science and related fields, and students registered in computer science courses; mailings to other student members of the ACM in the chapter area—labels are available from ACM headquarters; or hosting a welcoming get-together for new or interested students at the beginning of the academic year.

Intramural Programming Competition Committee

An IPC committee should be appointed and chaired each year to develop problems, solicit funds from sponsors, purchase prizes, and organize the competition specifics. Each year the Chapter holds a programming competition in the Spring for the students of the University of Kansas. The programming competition is held in Eaton Hall for several hours on a Saturday, and prizes are distributed to the winners in each category.



Engineering Expo Committee

An Engineering Expo committee should be appointed and chaired each year to develop activities and create decorations based on the theme of Expo that year. Activities should be developed with the age of visitors in mind (K-12).

2.9 Membership

Members are the life of the chapter; without an active membership, there can be no student chapter. This is especially significant to student chapters since, by definition, the present and prospective members are transient. Therefore, a continuing membership recruitment program is essential for success of the chapter.

A membership committee should be appointed and chaired by an enthusiastic and conscientious member. This committee should have a supply of promotional materials, including ACM student member brochures and applications. It is recommended that at least once a year, this committee plan a major membership drive. This drive could include an ACM table at some major chapter event; direct contact of majors in computer science and related fields, and students registered in computer science courses; mailings to other student members of the ACM in the chapter area—labels are available from ACM headquarters; or hosting a welcoming get-together for new or interested students at the beginning of the academic year.

Perhaps the most effective means of membership recruiting is an excited current membership. If current members are enthusiastic, this enthusiasm is bound to spill over to fellow students, who can be encouraged to explore the potential benefits of student chapter affiliation.

An interesting chapter is a successful chapter. Therefore, the key to success is to stimulate and maintain interest. The purpose of this section is to present some guidelines and suggestions for maintenance of a viable and stimulating student chapter.

The chapter must have regularly scheduled activities to remain viable. The vice chair or a separate officer can serve as program chair. Selection, encouragement, and support of this officer is vital – certainly one of the keys to success. The other is encouraging the active involvement of the membership. Full member participation is essential because (1) there is simply too much work for the officers alone, and (2) active and expected involvement makes each member feel important and provides a sense of accomplishment. There are a number of ways to involve members in chapter operations, including ad hoc committees, the nominating committee, a membership committee, or an arrangements committee (for a chapter trip to a regional or national conference, or for a chapter-hosted event such as a lecture or film). This kind of activity structure allows for further delegation of such tasks as publicity (posters, news media), brochures, campus tours, reception arrangements, and dinner arrangements, and therefore promotes the active involvement of a significant number of chapter members.

"I think the best leaders are the lazy ones. They get everyone enthused but let others do all the work. Funny thing is the more you delegate, the more everybody likes it! Everyone gets to be in charge of something like the newsletter, the April Meeting, the web site, etc. At that point, the leader's job is to encourage his hatchlings to lazy up a little too so there's room for even more volunteers to take care of mailing lists, snacks at the meetings, etc. There can never be too many small jobs that a new volunteer can handle with their eyes closed."

"All these people will bond with each other, pretty soon the chapter will take on a life of its own simply because the folks like to socialize with each other."

– Bob Lamm, Boston ACM SIGGRAPH

2.10 Financing Chapter Activities

A successful student chapter requires resources – financial, material, and service support for its programs and member services. In this section, some of those resources will be discussed; suggestions on how to get them will be offered.

The student chapter will likely need computer resources for maintaining its databases of membership and mailing lists. It will need access to photocopying equipment, telephone service, meeting space, and space for storing files of chapter records, correspondence, publicity materials, application forms and other chapter property.

The chapter will need financial resources to cover local arrangements for ACM lecturers, for refreshments at meetings or special events, for publications (printing and distribution of a student chapter newsletter, for example), for awards sponsored by the chapter, for travel to conferences, and for other expenses in conjunction with your Chapter programs.

2.10.1 Almost all of the funding to support these activities must be found locally

One source of possible funding is your school's student organization office. Most campuses allow student groups to petition the institution, often through its student government, for a share of the student activity moneys. Recognition and funding by the institution may require modifications in the Student Chapter Bylaws to accommodate school restrictions. Please keep in mind that bylaws changes must be reviewed and approved by ACM prior to adoption by the chapter.

Support is often available from academic departments. This may take the form of secretarial services, support for necessary phone calls, and even partial support of local expenses for an ACM lecturer, especially if the department was consulted concerning the choice of the speaker and scheduling of his/her visit. In many instances, cooperative support is also available from the campus or department computer center. Possibilities here include an account email alias for your chapter, and permission to use the message of the day to announce various student chapter events and activities.

An obvious source of revenue is chapter membership dues. These dues should be kept reasonable, since chapter members are already paying Association dues. Your chapter can decide what is reasonable, but we suggest you make an effort to consult as many members as possible before determining the yearly dues.

One of the most common sources of funding for a student chapter is from chapter fund raising activities. The possibilities here are limited only by the imagination of the chapter members. Examples of successful fund raising projects at student chapters include the following:

- Bakeouts and sales of t-shirts in and around the dormitories
- Sales of computer produced art
- Holding a local technical meeting

2.10.2 Student Chapter Responsibilities

This manual makes clear that ACM considers student chapters an important and integral part of its operation. In addition to the privileges for both student members and their institutions inherent in an ACM student chapter charter, however, the chapter incurs certain responsibilities. These responsibilities include:

- To further the purposes of the Association in a responsible way,
- To promote ACM membership,
- To educate others about the value and importance of ACM,
- To encourage active involvement in the ACM by your college,
- To foster the professional development of the membership,
- To plan and execute an active and regular program of events.



In particular, to assure its continued existence and support from the Association, every student chapter must meet certain minimum. Minimum requirements include:



- Maintenance of student membership of not less than 3 (whom are the officers)
- Sponsorship of at least two general chapter functions per year
- Submission of at least one Student Chapter Activity Report each year
- Records

The chapter must maintain financial, membership, and correspondence records. The financial records should include dues records of members, the expenses and income of each chapter fundraiser and the expense of each chapter activity. The membership records should include accurate school addresses, telephone numbers, and email addresses, ACM membership numbers, and special related interests of members. The correspondence records of the chapter should include chapter correspondence to and from speakers, ACM headquarters, Membership Activities Board Chapter records should also include copies of the chapter bylaws, the letter of petition to ACM, the letter of chapter recognition by ACM, and the chapter charter certificate. These records should be kept in a place easily accessible to all the chapter officers. A chapter office is ideal; if your chapter does not have an office, you may be able to arrange for file space in the department or program office – ask your chapter sponsor to help!

2.10.3 Financial Responsibilities of ACM Chapters

Overview of Policies

All ACM chapters collect and disburse their own funds. ACM Bylaw 9, Sections 4 and 5, and ACM Bylaw 6, Section 5 provide the most complete information regarding the rights and responsibilities of ACM chapters regarding financial matters. A summary of those rights and responsibilities are as follows:

1. Any chapter that collects, holds or disburses funds on behalf of the Association or any of its branches must submit an annual accounting of such funds. Chapter funds will be accounted for in the Association's IRS return unless the chapter specifically desires to file a separate return with the IRS. If a chapter chooses to file its own return, it must provide a copy of the return to the Treasurer.
2. Failure to submit financial reports is grounds for revocation of charter as provided in the Constitution and Bylaws of the Association.
3. Any chapter desiring to solicit funds of more than \$5,000 cash or equivalent goods or services from a single source must obtain approval from the ACM in advance.
4. Solicitations of donations of small magnitude for a specific goal of a specified time do not require presidential approval. Contact the Local Activities Program Director with questions.
5. Disbursements of funds for those expenditures necessary for the normal operation of the chapter do not require presidential approval. Any chapter desiring to disburse funds beyond those necessary for normal operations must obtain advance approval of the President of the Association.

6. Upon dissolution of a chapter or revocation of a chapter's charter, all assets of the chapter become the property of the Association. The only exception to this rule is in the case of certain student chapters, whose educational institutions require that such assets be transferred to them for a purpose within the contemplation of section 501 (c) of the Internal Revenue Code of 1954.

2.10.4 Statement of Cash Receipts and Disbursements

The Statement of Cash Receipts and Disbursements must be prepared annually by each chapter. A copy of the form is located in the appendix of this handbook.

As shown on this form, the chapter's name, address and federal employer identification number is requested, along with an accounting of all cash receipts and cash disbursements for the ACM fiscal year (from July 1 to June 30).

To aid in completing the form, it is suggested that each chapter maintain its detailed financial records to conform to the classifications of cash receipts and cash disbursements shown on the form.

The purpose of the Statement of Cash Receipts and Disbursements is twofold; to make ACM aware of the financial activity of each chapter on an annual basis, and to enable ACM Headquarters to file the Group Form 990 Return with the IRS. The specific authorization for including a particular chapter in the ACM Group Return is made on the authorization form sent along with the Statement of Cash Receipts and Disbursements. On the authorization form, the treasurer and chairperson of the chapter either authorize ACM to include the chapter with the Group Return, or state that the chapter will be filing a Form 990 Return with the IRS independently of ACM. ACM encourages all chapters to file with the ACM Group Return.

2.10.5 Chapter's Relationship to the IRS

501 (c) (3) Status

ACM is exempt from federal income taxes under Section 501 (c) (3) of the Internal Revenue Code of 1954 since the Association is organized and operates exclusively for scientific and educational purposes. This exemption was granted the ACM on March 21, 1957 (see copy of IRS determination letter in the appendix). Although ACM is not required to file income tax returns, the Association is required to file an annual informational return (Form 990). The Association also files Group Form 990 Returns for chapters. ACM is also required to file an annual Form 990-T Return with the IRS for any unrelated business income.

The IRS returns are due on or before November 15 of each year, covering information for the prior fiscal year ended June 30. The financial data reported to ACM Headquarters by each chapter on the Statement of Cash Receipts and Disbursements must be compiled and summarized. An

organization that fails to file a Form 990 Return with the IRS by the due date can be charged with a penalty. It is therefore essential that chapters respond to ACM Headquarters by August 30 to enable ACM to file the Group 990 Return by November 15th.

Group Exemption:

ACM has a Group Exemption Number (number 1931) which recognizes the ACM chapters as sharing in our 501 (c) (3) exemption status, and thus recognizing them as exempt from all federal income taxes. To maintain this group exemption, ACM Headquarters is required to send an annual update to the IRS with information regarding changes in chapter addresses and chairpersons, and a list of newly chartered or non-chartered chapters.

Sales Tax Exemption:

ACM has been granted an exemption from New York State local sales tax. ACM chapters have the same right to be exempt from State and local sales taxes in those states and localities which grant such exemptions; however, each chapter must apply to the authorities in the state in which they operate. Chapters should contact their state department of revenue for the necessary forms, and should contact the Director of Finance at ACM Headquarters with any questions.

Investigate getting state tax exemption and/or postage permit where applicable. A quarterly update on sales tax exemption information for all states and Canadian provinces is available.

Federal Employer Identification Number:

ACM has a Federal Employer Identification Number (EIN), which is similar to an individual's social security number. This number is required by the IRS for purposes of filing informational or any other type of return with the IRS. Each ACM chapter is required to have an EIN as well. Each year, ACM Headquarters applies for EINs on behalf of the newly chartered chapters and chapters that have not been assigned EINs. Headquarters will notify the chapters of their EINs when they are received. The chapter's EIN should be used when opening bank accounts, and should be noted on the annual financial report filed with ACM Headquarters.



Responding to IRS Requests:

The IRS may send your chapter blank tax returns each year. Since most chapters choose to be included in the ACM Group 990 Return, these forms should not be prepared. The IRS may also send chapters reminder notices, and in some cases, delinquent notices. If your chapter receives

such a notice, send it to the Local Activities program Director at ACM Headquarters, who will have the ACM Director of Finance respond to the IRS.

BYLAWS

Student chapters should not change the bylaws in any way, with the exception of adding clauses mandated by the university, such as a non-discrimination clause or any clause addressing the receipt and disbursement of funds given to the chapter by the university. Any other changes to this bylaws template will not be accepted.

3.1 Chapter Bylaws

Article I: Name

1. This organization shall be called the University of Kansas at Lawrence Student Chapter. In these Bylaws it is referred to as the Chapter; the Association for Computing Machinery is referred to as the ACM.

Article II: Purpose

1. The Chapter is organized and will be operated exclusively for educational and scientific purposes to promote the following:
 - An increased knowledge of and greater interest in the science, design, development, construction, languages, management and applications of modern computing.
 - Greater interest in computing and its applications.
 - A means of communication between persons having an interest in computing

2. The Chapter will serve students at the University of Kansas at Lawrence and other interested persons in the Lawrence and Eastern Kansas community.
3. The Chapter is chartered by the ACM.

Article III: Membership

The provisions of this section must conform to the membership provisions specified in ACM's Bylaws (Bylaw 5, Section 5; ACM Constitution Article 3).

1. Membership in the Student Chapter shall be open to all ACM members and nonmembers.
2. Voting membership in the Student Chapter shall be granted to all active chapter members.
3. Membership shall not be restricted according to race, creed, age, gender, disability, nationality, sexual orientation, economic status, veteran status, or parenthood.

Article IV: Officers


1. The officers of this Chapter shall be: Chair, Vice Chair, and Treasurer. These individuals must be ACM Student Members. In addition, a Faculty Sponsor with an ACM Professional Membership is required. These officers constitute the Council. A minimum of three officers to establish a Chapter. Other officers may also be established.
2. All required officers of the Chapter must be members of ACM.
3. The officers shall be elected by a plurality of the votes cast at the annual election meeting. They shall take office on January 1st and serve for one year. [It is highly recommended that the Chapter's election be held at the last meeting in the fall with the new officers taking office in January. This provides for a period of transition from the outgoing Council to the incoming Council as well as providing continuity of management and planning over the summer.]
4. Appointment or nomination of an individual to an officer positions within ACM shall be in general limited to two full consecutive terms in the same position. This recommendation is intended to encourage the continuing infusion of new volunteers into the organization and to encourage office holders to give thought to planning for their successor. Appointment or nomination to a third or subsequent consecutive term should be limited to situations where such appointment or nomination is believed to be in the best interests of the Association.

Article V: Duties of Officers

1. The Chair is the principal officer and is responsible for leading the Chapter and managing its activities in accordance with the policies and procedures of the ACM and these bylaws. The Chair shall preside at all meetings of the chapter and of its Executive Council. The Executive Council shall consist of the Chapter officers, the Student Chapter Sponsor, and chairs of the Chapter's standing committees.
2. The Vice Chair shall preside at meetings in the absence of the Chair, assist the Chair in the management of the Chapter, and perform other duties that may be assigned by the Chair.
3. The Treasurer shall keep the minutes of all Chapter and Executive Council meetings and maintain the chapter's financial records. Other duties include:
 - Collecting dues, pay all bill, and maintain records for the chapter
 - Preparation of the Chapter's annual report and officer contact information, and submission of these to ACM Headquarters via the Chapter Administrative Interface.
 - Submission of any proposed amendment to these bylaws to the ACM Chief Operating Officer. Proposed amendments must be approved before they can be submitted to the Chapter's membership for a vote.
 - Perform other duties as assigned by the Chair.

Article VI: Chapter Sponsor

The Sponsor shall be a faculty member or full-time staff member of your school. Each Student Chapter has one Sponsor.

1. The Student Chapter Sponsor shall be a voting member of ACM and either a member of the faculty or full-time staff of the University of Kansas.
2. The Student Chapter Sponsor shall be selected by the Executive Council immediately following the Election Meeting. The selection shall be confirmed by the school. 
3. The Student Chapter Sponsor shall be generally responsible for the activities of the Chapter. Specifically, the Sponsor:
 - helps provide continuity from year to year as student leadership and personnel change;
 - promotes good student-faculty relationships;
 - helps maintain university standards in all activities of the Chapter;

- exercises financial supervision, if necessary, by promoting prompt payment of bills and collection of dues, and overseeing the settlement of all accounts in the event of dissolution of the Chapter.
- represents the Chapter interests to the faculty and administration.
- for high school chapters and underage students, the chapter sponsor must be in attendance at every meeting that is held in the evening. In the event that the appointed sponsor is not available, another faculty member may chaperon the meeting. If both are not available, a local area professional, previously investigated and approved by the school, can be assigned to supervise evening meetings.

Article VII: Executive Council

There is no requirement that there be an Executive Council, but if there is one, the Chair would be the presiding officer. If there is no specific Executive Council, the set of officers are the Executive Council.

1. The Executive Council shall consist of all the Chapter officers, the Student Chapter Sponsor, a designated representative of each SIG, and a designated representative of each Committee.
2. The Executive Council meetings shall be open for attendance to any ACM member, unless the meeting is otherwise specified by the Chapter Chair.
3. The Executive Council shall meet when called by the Chair or when called by a minimum of one-third of the Executive Council membership.
4. The Executive Council voting rights extend only to those official members of the Executive Council.
5. Membership in the Executive Council may be revoked from any Executive Council member demonstrating behavior that is a substantial violation of the official ACM Code of Integrity or upon extreme dereliction of duty upon a three-fourths affirmative vote of the Executive Council. The vote must be preceded by a hearing in accordance with the Appeal Process.
6. Any Executive Council vote must have a Quorum of two-thirds of Executive Council Votes in attendance.
7. Any Executive Council decision must be agreed upon by a defined percentage of all Executive Council votes in the Quorum.
8. Unless otherwise specified a decision must be agreed upon by a majority percentage of Executive Council Votes.



Article VIII: Duties of Executive Council

1. The Executive Council shall plan meetings at least 2 times a year in accordance with the needs of the Chapter. The Chapter shall hold meetings only in places that are open, safe, and accessible. There may be additional local government requirements about openness to the public and accessibility for the handicapped.
2. The Executive Council shall create working committees in accordance with the needs of the Chapter. These committees may be used to organize events and projects for the Chapter.
3. The Executive Council shall determine the annual dues for the members of the Chapter.

Article IX: Meetings

1. The Chapter shall hold meetings only in places that are open and accessible to all members of the Association.
2. The Annual Election meeting should be held at the last meeting of the semester. At this meeting, the Treasurer each shall present the required reports. Also, the election of officers shall be held. Written notices of all meetings shall be distributed to all members at least one week prior to any meeting.

Article X: Disbursements and Dues

1. Disbursements from the Treasury for Chapter expenditures shall be made by the Treasurer or Chapter Sponsor with authorization of the Executive Council and shall be included in the minutes of its meetings.
2. Dues shall be fixed annually by the Executive Council.

Article XI: Amendment and Voting Procedures

1. All proposed changes to these Chapter Bylaws shall be approved by the ACM Chief Operating Officer before being presented to the Chapter membership for a vote.
2. No official business of the Chapter shall be conducted unless a quorum is present. A quorum of the Chapter shall be defined as a majority of the voting membership of the Chapter
3. A simple majority of the voting members present shall be required to carry a motion.
4. Officers will be elected by a plurality of votes cast.

Article XII: Code of Conduct

1. Harassment is unwelcome or hostile behavior, including speech that intimidates, creates discomfort, or interferes with a person's participation or opportunity for participation, in a conference, event or program. Harassment in any form, including but not limited to harassment based on alienage or citizenship, age, color, creed, disability, marital status, military status, national origin, pregnancy, childbirth- and pregnancy-related medical conditions, race, religion, sex, gender, veteran status, sexual orientation or any other status protected by laws in which the chapter meeting or chapter event is being held, will not be tolerated. Harassment includes the use of abusive or degrading language, intimidation, stalking, harassing photography or recording, inappropriate physical contact, sexual imagery and unwelcome sexual attention. A response that the participant was "just joking," or "teasing," or being "playful," will not be accepted.
2. Anyone witnessing or subject to unacceptable behavior should notify a chapter officer or ACM Headquarters.
3. Individuals violating these standards may be sanctioned or excluded from further participation at the discretion of the chapter officers or responsible committee members.

Article XIII: Dissolution of the Chapter

1. Dissolution of this Chapter by consent of the members shall consist of unanimous agreement of all its officers together with a majority vote at a meeting which has been publicized in advance to all members of the Chapter for the purpose of taking this vote.
2. Should this Chapter be dissolved, its assets and liabilities shall be transferred to ACM and shall be supervised by the ACM Finance Director. Funds given to the chapter from the University shall be returned to the University.

3.2 SIGs Bylaws

SIGs must abide by the same ACM bylaws. However, these laws, positions, and responsibilities are separate from that of ACM@KU. You will elect your own Chair, Vice Chair, and Treasurer. The operations of each SIG are the responsibilities of its officers and not ACM@KU officers.



DEALING WITH SILC



The Student Involvement and Leadership Center (SILC) "is responsible for coordinating registered university organizations and providing leadership education experiences for students in addition to providing programs and services to specific target populations including fraternity/sorority members, non-traditional students, and students of all gender identities, gender expressions and sexual orientations." What this entails for the Chapter is that we need to be up to date and in good regards with SILC to be considered a KU student group. This is not a necessity required by ACM, but SILC is where much of our funding and outreach is sourced.

4.1 Rock Chalk Central

Rock Chalk Central is the social media net for KU student organizations. This is where you will be registering the Chapter each year with SILC, adding new members to the Chapter, assigning officer titles, and more. It is important to keep the Chapter's RCC page up-to-date because it is what the University will use to judge our activity. This can affect funding, awards, and recognition. There are several responsibilities on RCC that will be taken care of by different officers:

- **Publicity Director:** Responsible for keeping news, photos, and events up-to-date. Events have to be approved by SILC so submit these well enough ahead of the event itself. News and events are formatted in the style of Markdown so become familiar with that text standard.
- **Web Master:** Responsible for the cover photos. Have fun and be creative.

- **Secretary:** Responsible for sending and approving membership requests, removing members, keeping the officer list up-to-date, and uploading and keeping the forms and documents folders clean. They will be responsible for all else that is not under the charge of the Publicity Director and Web Master.

As a standing rule, the Chair is to be Primary Contact for ACM@KU. If they would like to delegate this to a different officer, that is their prerogative.

4.2 Registering

All organizations functioning on the Lawrence Campus of the University of Kansas are required to register with the University. Registration provides several advantages; official identification as a University affiliated group, use of designated University facilities and services, coordination and communication of group activities with campus administration and other organizations, and eligibility to receive funding from Student Senate.

Organizations must be established for legal purposes consistent with the broad educational aims of the University and in accord with regulations, guidelines, and policies of the University, the City of Lawrence, and the State of Kansas. However, registration does not imply University endorsement of the purposes of an organization, nor does the University assume sponsorship of or responsibility for any group activities on or off University property.

Should a student organization not follow general guidelines that are consistent with University policies, the group may be subject to losing their status as a student organization with the Student Involvement & Leadership Center. If a student organization loses its registration, the president may appeal to the Office of the Vice Provost for Student Affairs in order to regain status as an organization.

4.2.1 Organization Classifications

Student Organizations:

A Student Organization is composed primarily of currently enrolled students, À 75% of the membership or more. All officers must be currently enrolled students.

Campus Organizations:

A campus organization is composed primarily of members from the University community, À 75% of the members are currently enrolled students, KU staff members and/or their spouses. The officers of the organization must be current full-time faculty/staff members of the University community.

Community Organizations:

A Community Organization is an organization whose stated purpose benefits both the Lawrence and University communities. Community organizations are encouraged to register with the University if their programs and services are beneficial to members of the University community.

4.2.2 Additional Registration Information

Online Registration Information. An organization must re-register its group each year with the Student Involvement and Leadership Center. To re-register your group, login to Rock Chalk Central. In order to login, you must have a personal KU user id and password.

If you were an officer/advisor for the previous year, you will see the groups you were affiliated with, once you login. If you were not an officer/advisor for the previous year, you will not see any groups listed when you login. [I am not sure what happens after this]

Policy Statement on Orgs-l List: Student organizations may use the ORGS-L listserv to notify members of events (such as but not limited to meetings, fundraisers, speeches, rallies or protests) that are organized, co-sponsored and/or supported by student groups registered with SILC. SILC's policy strictly prohibits profanity and derogatory statements. In addition, the ORGS-L listserv will not be used to discuss, debate or offer opinion, and/or the promotion of a political candidates. Violation of this policy will cause the individual to be removed for the remainder of the year.

Student and Advisor Electronic Signatures: When officers and the advisor submit the online organization application, each agrees to abide by the Regents Policy on Organization Membership and the Equal Opportunity Statement of the University of Kansas as stated at the bottom of this page. You can also view additional student group information by going to the Student Organizations Website. There you will find mission statements, contact information, and website addresses for each group on campus.

4.2.3 Registration Procedures

Organizations wishing to register with the University of Kansas must meet the following requirements:

- Provide the University with the name and a statement of purpose for the organization.
- Be nonprofit in nature.
- Annually renew the organization registration (beginning July 1st each year).
- Maintain in the Student Involvement and Leadership Center a current list of names and email addresses of officers, advisers, and/or liaison person where applicable.
- Upon request, provide a copy of the organization's charter, constitution, or by-laws, including those of organizations outside the University with which the group is affiliated.



- A minimum of three members is required to register an organization with the Student Involvement and Leadership Center.
- Have an adviser who is a member of the current faculty or professional staff of the University, or approved by the Student Involvement and Leadership Center if the selected adviser is not on staff.
- Confirm the Electronic Registration. By doing so, the group is acknowledging they will adhere to all applicable Regents and University regulations affecting registered organizations and, in particular, the Regents and University Policies on Nondiscrimination in Organizational Membership.

It is the practice of the Student Involvement and Leadership Center to publish contact information for each registered organization. This information will be listed on the Student Organization directory page so interested individuals have a means of contacting the organization. Officers/adviser have the option of listing their telephone number and/or email address with the online directory or not having that information published at all. That decision is made by the group member submitting the registration application to SILC. At a minimum, a group email address should be listed so individuals interested in the group can contact them.

Applications for registration may be submitted online to the Student Involvement and Leadership Center any time during the year. Groups will have until September 15th of each year to submit updated information to our office. If at that time the group has not submitted a re-registration application, the group will no longer be registered with our office, and will need to submit a new student group registration form online. Our office will review the organization's registration materials and determine (1) the group's eligibility to register with the University of Kansas, and, (2) the organization's category for registration purposes. The responsibility for verification of membership rests with the organization and advisor. Registration status is granted administratively by the Student Involvement and Leadership Center. The organization's president and advisor will be notified via email of the organization registration status.



Groups wishing to appeal a decision about registration status should submit a written letter to the Director of the Student Involvement & Leadership Center. The petition will be reviewed by three representatives of the Student Senate Executive Committee appointed by the President of the student body. The committee will make a recommendation to the Director of the Student Involvement & Leadership Center.

The Student Involvement and Leadership Center maintains complete files of registration materials throughout the fiscal year in which the registration is active. A record of the University of Kansas organization registration will be maintained for historical purposes.

4.2.4 Benefits to Registered Organizations

Registering with the University entitles organizations to a number of benefits. The current available facilities and services are listed below by category. These facilities and services will be periodically reviewed, and organizations will be advised of any revisions.

1. Use of the University name in the organization's title: (Student and Campus)

However, the University cannot permit its image (name) to be used in any commercial announcement, commercial or artistic production, or in any other context where endorsement of a product, organization, person, or cause is explicitly or implicitly conveyed.

2. Request student activity fee funding: (Student, Campus, Community)

Student and campus groups may request funding through the established Student Senate funding process; community groups may request consideration of a contractual arrangement with the Student Senate.

3. Use of University facilities: (Student, Campus)

- Schedule meeting rooms, public auditoriums and other designated spaces. Request office space, work station space, locker space, and/or mailbox in the student organizations area in the Kansas Union.
- Schedule the Information Booth located on Jayhawk Boulevard for information and/or sales purposes.

4. Use of University Services: (Student, Campus and Community)

- Inclusion in university publications, including the Student, Faculty and Staff directory.
- Establish an email and/or web page account with Academic Computing Services.
- Publicize activities through University Events Committee. Request a table for the Fall & Spring semester Organization Information Fairs.
- Receive information materials from the Student Involvement and Leadership Center regarding University procedures, policies, and activities.

5. Use of University Services: (Student and Campus)

- Establish a checking account at no charge with the Comptroller's Office.
- Utilize university staff and programming resources.
- Use of campus mail for official business of the organization in accordance with established university and state policies.
- Utilize the Student Senate Advertising Program, receive student organizational advertising rates from the University Daily Kansan and KJHK radio station.

- Receive food services discount rates on self-service refreshments from the Kansas and Burge Unions for use at the Unions only.

4.2.5 Discrimination Policy of the University of Kansas

The University of Kansas prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression and genetic information in the University's programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Director of the Office of Institutional Opportunity and Access, IOA@ku.edu 1246 W. Campus Road, Room 153A, Lawrence, KS 66045, (785) 864-6414

TDD (785)864-2620, TTY 711

4.2.6 Regents Policy on Nondiscrimination in Organizational Membership

Policy and Procedures Manual Chapter II: Policies and Procedures, Section E: Students, Item 6: Student Organizations and Activities.

a. The established policy of the Board of Regents of the State of Kansas prohibits discrimination on the basis of age, race, color, religion, sex, marital status, national origin, physical handicap or disability, status as a Vietnam Era Veteran, sexual orientation or other factors which cannot be lawfully considered, within the institutions under its jurisdiction. All fraternal and campus-related organizations shall follow this policy in the selection of their members, except the prohibition against sex discrimination shall not apply to social fraternities or sororities which are excluded from the application of Title IX of the Education Amendments of 1972 (20 U.S.C. Sec. 1681 et seq.). (6-27-02)

b. The right of organizations to establish standards for membership is acknowledged, provided that all students are afforded equal opportunity to meet those standards. Just as all students have the right to choose those with whom they would associate on the campus, an organization shall have the right to select its members subject to these principles. Nothing in this policy shall be interpreted as imposing a requirement which would violate the principle of selection on the basis of individual merit.

c. The responsibility for compliance with this policy lies with each organization. In discharge of this responsibility, each organization shall acknowledge its understanding of this policy. Such acknowledgement shall assure that there exist no restrictions on membership, either local or

national, which violate this policy. (9-24-65; 1-21-77)

d. Determination of Appropriate Student Activities and Fees: The chief executive officer shall be ultimately responsible for reviewing proposed expenditures from fees required of every student as a condition of enrollment and as determining whether such expenditures are in support of an appropriate student activity.



The purpose of Engineering Student Council (ESC) is to facilitate communication between the faculty and staff of the University of Kansas School of Engineering and its students, promoting engineering education and involvement within the school, and serving as a collective voice for the engineering student community.

ESC does this by:

- Holding bi-weekly meetings with engineering student organization representatives and the School of Engineering administration
- Hosting social, professional, and community service events for students of the School of Engineering
- Organizing the Funding Advisory Committee to allocate funding to student groups for projects, conferences, and professional events
- Representing the School of Engineering students in campus wide events such as Homecoming and other philanthropic events.

5.1 Engineering Expo

Engineering Expo is an annual student-organized event held since 1911 to create excitement and interest in the fields of math, science, and engineering. During the three-day event, over 3000 K-12 students, community members, and college students will participate in design competitions, hear from an industry professional about engineering in the real world, and dive into interactive demonstrations. Each day of Engineering Expo is unique and focuses on a different audience.

ACM@KU has set up programming demos and exercises focused at younger (K - Jr. High) students to inspire an interest in Computing. The Expo is a great time to reach out to the surrounding community and show them what it means to be a student in Computing. The creative and organizational development of our exposition is the responsibility of the Expo Committee (Section 2.8)

Thursday/Friday:

The Thursday and Friday of Engineering Expo focuses on our K-12 student visitors as well as community members at large. Schools from across the state and from neighboring areas are invited to attend. Beginning the day is an opening session at the Lied Center in which a distinguished keynote speaker will address the importance of Engineering in society. Following the opening session, students will have the opportunity to get out of the classroom and put their math, science, and engineering skills to the test in 11 design competitions catering to all ages. Beyond design competitions, students can view displays and demonstrations of over 25 organizations from all the various disciplines in the School of Engineering, Chemistry, Mathematics and Physics Departments. Ending the day will be an awards ceremony in which the winners of the various competitions will be announced. Throughout the day, community members are invited to come and experience the open-house at Engineering Expo.

Middle School teams can compete on February 25th, 2016

High School and Elementary School teams can compete on February 26th, 2016

Saturday:

Saturday of Expo provides community members with the opportunity to see all the research and activities that are currently going on in the School of Engineering. KU Students can also participate in competitions on this day. Demonstrations, activities, and displays for the various organizations will once again be open for viewing by attendees.

College teams can compete on [Add Expo date for your year]

5.2 The Chapter's involvement in ESC

Each meeting needs to be attended by the Chapter ESC Rep. ESC is a source of funding and involvement to the University and School of Engineering.

FINANCING AND THE TREASURY

6.1 Disbursements

- Disbursements from the treasury shall be made by the Treasurer only after authorization from a two-thirds vote of the Executive Council, and only with the Treasurer's approval.
- Disbursements from the treasury of the Chapter shall be noted in the weekly minutes.
- Disbursements may only be used for their approved purpose and only for up to the amount approved by the Executive Council.
- Disbursement requests cannot be made for past purchases.
- Any purchases made with disbursements are the property of ACM@KU but are managed by the requesting party. If the requesting party is removed from ACM@KU, management of these purchases will be transferred to the Executive Council.



SPECIAL INTEREST GROUPS

ACM's Special Interest Groups (SIGs) represent the major areas of the dynamic computing field. A primary source of original research and personal perspectives from the world's leading thinkers in computing and information technology, they foster technical communities within their respective specialties across countries and continents.

ACM's SIGs are invested in advancing the skills of their members, keeping them abreast of emerging trends. They offer opportunities for networking with colleagues, staying connected to peers and negotiating the strategic challenges of the digital age.

SIGs drive innovation across a broad spectrum of computing disciplines, including programming languages, graphics and interactive techniques, computer-human interaction, data science, mobile communications, artificial intelligence, education, and theory, among many others. They publish newsletters and magazines, encourage excellence through multiple recognition programs, and organize conferences and activities on a local-to-global scale.

NEVER register a SIG with SILC. NEVER.

7.1 Formation


- Any group that consists of at least five members may apply to become a Special Interest Group of this Chapter.
- There must be at least one member to serve as Chair of the proposed SIG.
- The SIG Chair(s) must be an Active Member of ACM@KU.
- Each semester the SIG Chair(s) may specify up to one other designated representative to the Executive Council for that semester, who must also be an Active Member of ACM@KU.

- A written or electronic application for the formation of a SIG must be presented to the Executive Council.
- Upon approval of two-thirds of the Executive Council, the SIG officially becomes an active SIG of this Chapter.

7.2 Responsibilities

- A SIG of this Chapter must hold meetings at least once per month during the Spring and Fall Semesters.
- A SIG of this Chapter must have a designated representative present at each Executive Council meeting.

7.3 Privileges

- A SIG of this Chapter will be allowed to use Chapter office space for its meetings and projects with approval of the Executive Council.
- A SIG of this Chapter will be able to use the ACM@KU name in promotion of that SIG or its events.
- A SIG will be provided a mailbox in the ACM office for SIG related correspondence. (Does ACM@KU have a mailbox?)
- A SIG of this Chapter is allowed to submit funding requests to the Executive Council. 

7.4 Removal

- If a SIG of this Chapter does not adhere to these responsibilities, it may be removed from ACM by a two-thirds vote of the Executive Council.
- If at any point a SIG does not have a Chair the SIG is automatically removed from ACM.
- Resources owned by a removed SIG will be transferred to ACM@KU and may be reallocated by an Executive Council Vote.

7.5 Active SIGs

7.5.1 Programming Club

As of January 2016, programming club is being developed as an official ACM@KU SIG so it is currently ran by two Co-Chairs.



CONTACT AND SUPPORT INFORMATION

Contact Information

Name	Title	Email
Samantha Goldberg	Local Activities Coordinator	local_activities@acm.org
Donna Cappel	Director, Office of SIG Services	cappel@acm.org
Russell Harris	Director of Finance	rharris@acm.org
Wayne Graves	Director of IS	support@acm.org

Membership Promotion

The headquarters office can help chapters planning ACM membership drives by providing the following:

- Membership Applications
- Membership Brochures
- Publications Catalogs
- SIG Reference Guides
- ACM plastic bags for use in conferences, etc.
- Samples of ACM major publications and SIG newsletters
- ACM logo in camera-ready or electronic format

Publicity

ACM headquarters would welcome the opportunity to publicize newsworthy events. MemberNet is a quarterly newsletter of ACM news, which is sent to all ACM members along with their issues of Communications of the ACM. Items of wide interest may be submitted for publication by contacting the Local Activities Coordinator.

Pressure-sensitive labels for ACM members in your geographic area can also be obtained by contacting the Local Activities Coordinator.

Some examples of newsworthy items include the following:

- Important joint meetings with other societies
- Renowned speakers
- Local conferences/workshops/seminars
- Special awards or recognition
- Scholarships
- Contests/competitions

Recognition of Service Certificates

Recognition of service certificates for outgoing ACM Professional chairpersons who have served at least one year in office will be issued free of charge upon written request. Certificates for other officers will be issued on a cost recovery basis. The cost is \$19.00 per certificate. These certificates are signed by the ACM President and Secretary. Send your request to local_activites@acm.org.

Depository for Bylaws

Headquarters coordinates the initial processing of petitions and bylaws for new chapters as well as bylaw amendments with the Membership Services Board, and issues a Certificate of Charter when a chapter is chartered. Copies of each chapter's bylaws are kept on file at Headquarters, and are available upon request.

Financial Guidance

Each chapter is required to submit a statement of Cash Receipts and Disbursements every year. The Local Activities Coordinator can answer most general questions about the form, as well as other basic questions regarding financial management. All inquiries from the IRS to the chapter should be directed to the ACM Director of Finance. Any chapter desiring to solicit funds of more

than \$5,000 cash or equivalent goods or services from a single source must obtain in advance the approval of ACM's Chief Operations Officer. Solicitations of donations of small magnitude for a specific goal of a specified time do not require approval.



ACM SIG REGISTRATION

Registering a SIG

Step 1: Enter chapter name, chapter email address, chapter type, and chapter sub-type at <http://campus.acm.org/public/chapters/AutoChap/>.

Step 2: Enter the names of three individuals to serve as Chair, Vice Chair and Secretary/Treasurer. These individuals must be ACM Student Members. In addition, a Faculty Sponsor with an ACM Professional Membership and relevant SIG Membership is required.

SIGGRAPH Chapter: Enter the names of four individuals to serve as Chair, Vice Chair, Secretary and Treasurer. These individuals must be ACM Student Members and Student SIGGRAPH Members. In addition, a Faculty Sponsor with an ACM Professional Membership and SIGGRAPH Membership is required.

Step 3: Enter chapter contact information (postal address and phone number).

Step 4: Enter the names of at least ten (10) individuals willing to carry out the chapter's mission and participate in activities. A CSV file (comma-separated values) containing the last name, middle initial, first name, and email addresses of these members will be required through the automated chartering application.

Example: "Doe","John","johndoe@domain.com"

You may enter each member name individually.

Once the completed application is submitted, SIG Chapter's require additional approval by

volunteers; this secondary approval process will take up to 2 weeks. You will be notified via email on the approval of your chapter.

Note:

FOR UNITED STATES CHAPTERS: The IRS requires chapters operating in the United States to have an Employer Identification Number (EIN). The EIN will serve as proof of a chapter's nonprofit status and allow ACM to include the chapter in our annual group filing with the IRS. ACM will request an EIN on your behalf which you will receive upon chartering. Status API Training Shop Blog About Pricing ¬©2016*GitHub, Inc. Terms Privacy Security Contact Help*